



2511-2267

Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Advisory No. 193, s. 2025**

In compliance with DepEd Order (DO) No. 8, s. 2023  
This advisory is issued not for endorsement per DO No. 28, s. 2001,  
But only for the information of DepEd Officials,  
Personnel/staff, as well as the concerned public.

**INTERNATIONAL SEMINAR-WORKSHOP ON SKILLS BUILDING AND CAPACITY  
DEVELOPMENT FOR NONTeaching PERSONNEL**

In reference to **DepEd Advisory No. 235, s. 2025**, the Philippine Educators for Professional Development Inc. (PEPD) invites nonteaching personnel and administrative staff to its International Seminar-Workshop on Skills Building and Capacity Development for Nonteaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education. This is with the theme, Enhancing Work Productivity and Administrative Competence: Developing 5Cs-Competence, Commitment, Collaboration, Compassion, and Confidence among Academic Support Staff.

The seminar aims to:

1. demonstrate awareness of ethical standards and accountability in public service,
2. apply AI and digital productivity tools to improve office workflow,
3. strengthen media and information literacy in managing communication and data,
4. practice effective conflict management and team collaboration, and
5. apply principles of disaster preparedness, resilience in the office, and school operations.

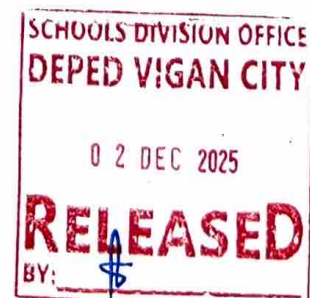
The seminar will be conducted in three batches:

Date	Venue
January 9-11, 2026	Girl Scouts of the Philippines, Ating Tahanan Training Program, Baguio City
May 1-3, 2026	Western Philippines University, Puerto Princesa
August 21-23, 2026	City Zoom Conferencing System

Participation of nonteaching personnel and administrative staff shall be purely **VOLUNTARY** and in observance of the eight (8) working hours that a government employee should render in a day as per CSC Memorandum Circular No. 21 dated June 24, 1991.

For more information, please contact:

**Mr. Jeffrey M. Mayor, LPT, MBA, CLDP**  
Executive Director  
Philippine Educators for Professional Development Inc.  
Mobile Phone Number: **0998-992-5601**  
Email Address: [phedpd.inc@gmail.com](mailto:phedpd.inc@gmail.com)



SGOD/HRDD/aff/ADV\_PEPD\_InternationalSeminarWorkshop  
November 28, 2025



📍 Meng Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
☎ (077) 722-20-23 / (077) 632-05-33  
✉ [vigan.city@depd.gov.ph](mailto:vigan.city@depd.gov.ph)  
🌐 [www.depedvigancity.com](http://www.depedvigancity.com)

2511 - 2207 E 952



Outlook

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## [PEPD, Inc.] Request for Division Advisory

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From Philippine Educators for Professional Development <phedpd.inc@gmail.com>

Date Wed 26/11/2025 09:14

To Philippine Educators for Professional Development <phedpd.inc@gmail.com>

📎 1 attachment (55 KB)

A\_s2025\_235.pdf,

You don't often get email from phedpd.inc@gmail.com. [Learn why this is important](#)

Good day! I hope all is well with you.

This is to inform you that your Advisory request titled **International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education** has been approved and published on the DepEd website on November 24, 2025.

With this, we would like to request for an advisory to disseminate this information to interested participants from your division office.

You may view or download the **Advisory No. 235, s. 2025** through this link:

**International Seminar-Workshop on Skills Building and Capacity Development for Non-Teaching Personnel: Strengthening Administrative Efficiency and Service Excellence in Education**

<https://www.deped.gov.ph/2025/11/25/november-24-2025-advisory-235-s-2025-international-seminar-workshop-on-skills-building-and-capacity-development-for-non-teaching-personnel-strengthening-administrative-efficiency-and-ser/>

Thank you for your kind assistance.

**Mr. Jeffrey M. Mayor, LPT, MBA, CLDP**

Executive Director

**Philippine Educators for Professional Development Inc.**

SEC Registration no. 2025020188988-03 TIN No. 669-803-180

Tel. Phone number +632 9989925601

Website: [https://bit.ly/PEPDofficial\\_website](https://bit.ly/PEPDofficial_website)

Office hours: Tuesday to Saturday 9:00 A.M. to 4:00 P.M. only

Advisory No. **235**, s. 2025

November 24, 2025

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(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

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Participation of learners and teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order (DO) No. 012, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities and DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, and the policy on off-campus activities stated in DO 66, s. 2017.

This is also subject to the no-collection policy as stated in Section 3 of Republic Act No. 5546 also known as An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities (Ganzon Law), issued in DO 19, s. 2008, and reiterated in DepEd Memorandum No. 041, s. 2024.

For more information, please contact:

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